Twin Cities German Immersion School
Job Description

Job Title: Library Coordinator (part-time)

Reports to: Dean of German Immersion
Collaborates with: Teachers and Support Staff

Schedule: 9 months, 4 days/28 hours per week from 8.30am-3.30pm

Classification: Hourly

Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving 590 students from Kindergarten to 8th grade. TCGIS is dedicated to its mission of “Innovative education of the whole child through German immersion”. The school remains the largest German language school in North America and has consistently been among Minnesota’s most academically successful schools.

Position Summary:
A Library Coordinator is responsible for providing a German immersion learning atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth.

Responsibilities:
- Circulation management (checkout, overdues, requests, holds)
- Elementary School & Middle School collection development
- Student reading and research guidance
- Teacher/Staff services
- Materials cataloging and maintenance
- Teacher Resource Library cataloging and maintenance
- Student supervision
- Volunteer supervision

School Culture:
- Works collaboratively, build strong professional relationships, listen to multiple views and support solution-oriented practices.
- Establishes a structured, positive, and inspiring school culture.
- Creates a culture of equity that values diversity and inclusion.
Required Qualifications:
● Commitment to TCGIS’s mission, vision, values & strategic goals.
● Proficiency in German language and culture
● Knowledge of German children’s literature
● Excellent communication skills
● Strong organizational ability
● Initiative and follow-through
● Attention to detail
● Ability to work at flexible, quick pace
● Ability to direct small groups of children
● Eligible to work in the United States

Working Conditions:
● Physical Ability: Tasks may involve extended periods of time at a keyboard or workstation.
● Sensory Requirements: Tasks require visual perception and discrimination.
● Tasks require oral communications ability.

Working Hours:
4 days/28 hours per week from 8.30am-3.30pm during student contact days, additional 10-15 days at the beginning and end of the school year. The school closes for one full week for a fall break, two full weeks off for a winter break, and one full week off for a spring break, along with other federally-recognized holidays.

Compensation: $17.50 per hour

How to Apply:
Interested candidates should submit the following: Cover letter, resume, three references

Send all materials electronically to: employment@tcgis.org

Position open until filled

Twin Cities German Immersion School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.